OSUN
Student Employment Job Description

Current Job #: 99082
Requisition #: R12142

Supervisory Organization: General-JM (Jamie White)

Job Posting Title: Engineering Learning Community-Academic Peer Coach & Student Assistant

Primary Location: Founders Hall Room 1019 (0628)

Number of Openings: 2

Supervisor: Jamie White
Phone #: 740-755-7787
Email: white.1291@osu.edu

Current Hourly Rate: $12.30

Terms job is available: Summer X Autumn X Spring X
Times job is available: Mornings X Afternoons X Evenings X Weekends X

Qualifications: (specific training/experience required)

Good communication and public speaking skills.
Ability to be a good leader and mentor.
Responsible.
Dedicated to work.
Takes initiative and can work independently.
Approachable.
Experience with Word, Excel, PowerPoint, and social media is preferred.

Student must have completed at least 2 terms at OSU Newark and have demonstrated the ability to be a successful student in good academic standing. Student must continue to remain in good academic standing and achieve a 2.5 gpa or higher each semester once hired. Being a previous learning community student or STEM major is preferred, but not required.

*Student will need to complete Level 1 tutoring certification and attend required learning community staff and diversity trainings. Trainings are paid.

Summary of Duties: (specific information regarding level of responsibility, range, and complexity of duties with percentage of time for each)

Position will serve as Academic Peer Coach and Office of Retention & Student Success Initiatives Student Assistant, serving as a strong peer ally on campus and mentor incoming students in the Engineering Learning Community for engineering and pre-engineering students with the transition to college. In addition, the Academic Peer Coach and Student Assistant will lead learning community events and projects and assist with others. This person will also perform office duties and assist with retention related projects on student success in the office. This position requires 15-20 hours per week. This position reports directly to the Director of Retention & Student Success Initiatives.

Responsibilities will include:
15% - Outreach & connect with assigned mentees
15% - Serve as a teaching assistant for learning community arts & science classes in autumn and spring semesters
15% - Plan and lead group study tables for learning community classes
15% - Organize & attend two to four social/cultural functions each semester
10% - Attend and contribute to team and faculty meetings
10% - Assist with campus retention efforts and projects
5% - Assist with the recruitment of new learning community students
5% - Assist with updating learning community and retention blogs, spreadsheets, web pages, and other documents
5% - Create flyers/posters/video/electronic marketing items
5% - Other duties as needed

This job does not replace a full-time employee.

Cost Center:

| CC13285: Nwk|Retention | FD100: General Fund | PG106368: Engineering Learning Community |

- Background Check Required? _X_ No

08/26/2021